

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, January 19, 1965

A. Meeting called to order by Chairman McRae at 7:30 p.m.

B. Roll Call: Present: Commissioners McRae, King, Herr, Duncan and Neller—5.

Absent: Commissioners Dudley, Reilly and Carr—3.

Also present at meeting was Executive Assistant to the Mayor, William J. Finucan, who presented board members with official certificates of appointment from Mayor.

C. Minutes of December 15, 1964, meeting approved.

D. Report of Committees:

1. Building and Properties.

Operating and Policy—(a) Commissioner Herr reported on bids received for printing of new brochure of building. A motion by Commissioner Neller, supported by Commissioner Duncan that bid of Wellman Press, Inc. be recommended to City Purchasing Department for acceptance was supported.

(b) Commissioner Herr read copy of letter sent to Campbell Catering denying them catering privileges for failure to comply with terms of existing agreement.

2. Parking—No report.

3. Personnel and Salaries—A letter from certain salaried employees regarding an increase in salaries and requesting that letter be forwarded to Personnel Committee of the City Council was read. A motion by

Commissioner Herr and supported by Commissioner Duncan that Manager Baer forward letter as requested by employees was carried.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. Commissioner Herr briefed members on meeting he and Commissioner Carr had with Manager Baer and Head Maintenance Man Donley where heating, ventilating and mechanical needs of building to be requested in 1965-66 budget were discussed.

F. New Business:

1. Manager Baer presented draft copy of proposed budget for 1965-66. Completed budget to be acted on at next meeting.

G. Manager's Report:

1. Operating statement, budget balance sheet and rental report for December was presented.

H. Announcements:

1. Next meeting Tuesday, February 16, 1965, 7:30 p.m.

I. Meeting adjourned 9:30 p.m.

RUSSELL VERPLANCK,
Recording Secretary.

that Mr. J. D. Meyer, Senior Planner be commended for the fine job done in the preparation of the Capital Improvements Report for 1965-71.

Motion by Ingersoll, seconded by Houston that Mr. Meyer be commended for his work on the Capital Improvements Program.

Motion carried by unanimous vote.

Motion by Mr. Campbell, seconded by Mrs. Bretz that Mr. Ray Rice also be commended for the art work on the Capital Improvements Program.

Motion by Manson, seconded by Campbell that the 1965-66 budget for the Planning Department in the amount of \$100,400 be approved and recommended to the Mayor and City Council.

Motion carried by unanimous vote.

Mid-month meeting was set for Monday, February 15th after City Council meeting.

Mr. Fink advised that a meeting regarding the possible site for the community college building would be held after Council meeting on Monday, February 8th.

Mr. Fink also advised that a meeting with Vilican-Leman, the State Controller and various other state officials and legislators would be held in the Planning Department office at 2:00 P.M. on February 8th.

Meeting adjourned at 11:55 P.M.

RAYMOND C. GUERNSEY,
Secretary, Planning Board.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, February 9, 1965

A. Meeting NOT called to order, quorum not present.

B. Roll Call: Present: Commissioners King, Carr, Herr, Duncan—4.

Absent: Commissioners McRae, Dudley, Neller, Reilly—4.

C. Commissioner Herr suggested that as a quorum was not present and no official action could be taken, items on the agenda would only be discussed.

D. Report of Committees:

1. Building and Properties Operating and Policy—No report.

2. Parking—No report.

3. Personnel and Salaries—No report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

Board members and Manager Baer discussed thoroughly the proposed budget for 1965-66 to be presented at the Mayor's hearing on February 11, 1965.

F. New Business:

G. Managers' Report:

H. Announcements:

1. Next meeting Tuesday, March 16, 1965, 7:30 P.M.

I. Meeting adjourned 9:30 P.M.

RUSSELL VERPLANCK,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, March 16, 1965

A. Meeting called to order by Chairman McRae at 7:30 P.M.

B. Roll Call: Present: Commissioners McRae, Herr, Reilly, Carr and King—5.

Absent: Commissioners Dudley, Neller and Duncan—3.

C. Minutes of January 19, 1965, meeting approved. (Quorum not present February 9).

D. Report of Committees:

1. Building and Properties Operating and Policy — No report.

2. Parking — No report.

3. Personnel and Salaries — No report.

4. Veterans — No report.

5. Ways and Means — No report.

E. Unfinished Business:

1. Next action on budget due at meeting with City Council.

F. New Business:

1. A motion by Commissioner King, supported by Commissioner Carr, that the Jack Tar Hotel be granted catering privileges at the Civic Center was carried.

2. It was announced by the Board that Campbell Catering Co. had been granted catering privileges as of March 2, 1965, on a probationary basis.

3. A letter from Michigan Catholic Conference Job Training Center was read. It was agreed to table any action until next meeting with Manager Baer instructed to check further with City Attorney on building's liabilities and responsibilities.

4. A letter from George Wagschal Associates, Consulting Engineers, on proposed Air-Cooling project was read. A motion by Commissioner Reilly, supported by Commissioner King, that proposal No. 1 of engineers report be recommended for action and a new proposal (No. 3) be suggested to engineers for consideration was carried.

5. A report on increased cost of installing lobby elevator was read.

G. Manager's Report:

1. Manager Baer reported on gross concession receipts for Home Show, Circus and Sports Show as compared with same receipts for last year.

2. Manager Baer announced that Community Circle Players account had been reduced sizably in recent months.

3. Operating statements, budget balance sheets and building rental reports for January and February were presented.

H. Announcements:

1. Next meeting Tuesday, April 20, 1965, 7:30 p.m.

I. Meeting adjourned 9 P.M.

RUSSELL VERPLANCK,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, April 21, 1965

A. Meeting called to order by Chairman McRae at 7:45 p.m.

B. Roll Call: Present: Commissioners McRae, King, Herr, Dudley, Carr, Neller—6.

Absent: Commissioners Reilly, Duncan—2.

C. Minutes of March 16, 1965, meeting approved.

D. Report of Committees:

1. Building and Properties
Operating and Policy—No Report.

2. Parking—No report.

3. Personnel and Salaries—No Report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. Letter from Michigan Catholic Conference Job Training Center was read. After discussion, a motion by Commissioner Neller, seconded by Commissioner Herr, to table any action pending further investigation was CARRIED.

2. Motion by Commissioner Neller "That proposed elevator plans and bids submit-

ted for elevator in Main Lobby be approved. That the matter of a second elevator as requested by the Veterans in the Veterans Quarters be approved subject to further provisions as to financing to be provided by the City Council" was seconded by Commissioner Dudley. CARRIED.

3. The matter of Air-Cooling was referred to the Building and Properties Committee for further study.

4. Manager Baer gave a report on budget hearing with City Council.

F. New Business:

1. Letter of resignation from Assistant Manager VerPlanck was read and accepted.

2. A motion to permit Manager Baer to request permission of the City Council Personnel Committee to retain an employee past the required retirement age was made by Commissioner Dudley and supported by Commissioner Neller. CARRIED.

G. Manager's Report:

1. Operating statement, budget balance sheet and building rental for March was presented.

H. Announcements:

1. Next meeting Tuesday, May 18, 1965, 7:30 p.m.

I. Meeting adjourned 9:30 p.m.

DORTA MEYERS,
Acting Recording Secretary.

THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, May 18, 1965

A. Meeting called to order by Chairman McRae at 7:45 p.m.

B. Roll Call: Present—Commissioners McRae, Herr, Neller, Carr, Reilly and King. Absent—Commissioners Duncan and Dudley.

C. Minutes of April 21, 1965, meeting approved.

D. Reports of Committees:

1. Building and Properties Operating and Policy—Commissioners Carr and Herr commented on meeting with architect and engineer to review plans for air-cooling.

2. Parking—Commissioner Reilly commented on plans for grade change of Allegan Street in connection with parking in allocade.

3. Personnel and Salaries—No report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. A motion by Commissioner Reilly supported by Commissioner Neller to pay bill of Frank & Stein for elevator study was CARRIED.

2. Letter from Mayor regarding budget was read. No action required.

3. Permission of Retirement Board to retain employee past retirement age was discussed. No action required.

F. New Business:

1. Four letters of application for position of Assistant Manager read and turned over to Personnel Committee for further action.

G. Manager's Report:

1. Manager Baer read letters of commendation from lessees.

2. Reduction of Community Circle Players bill was commented upon.

3. Operating statement, budget balance sheet and building rental report for April was presented.

H. Announcements:

1. Next meeting Tuesday, June 15, 1965, 7:30 p.m.

I. Meeting adjourned at 9:00 p.m.

DORTHA MEYERS,
Acting Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, June 15, 1965

A. Meeting called to order at 8:00 p.m.
by Vice-Chairman Reilly.

B. Roll Call: Present—Commissioners
Neller, Herr, Duncan, King and Reilly—5.

Absent—Commissioners Dudley, Carr and
McRae—3.

C. Minutes of May 18, 1965, meeting ap-
proved.

D. Report of Committees:

1. Building and Properties Operating and
Policy—No report.

2. Parking—Chairman Reilly presented
proposed plans of City for grade changes
on Allegan and Walnut Streets in con-
nection with entrance and exits to Parking
Lot.

3. Personnel and Salaries—Report read
on Council reclassification of Custodians.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. Applications returned to Manager
Baer. Requisition to fill position of As-
sistant Manager to be placed with City Per-
sonnel Department.

F. New Business:

1. A motion by Commissioner Duncan,
supported by Commissioner Neller, for
Manager Baer to contact wrestling pro-
moters regarding future plans was Car-
ried.

2. A motion by Commissioner Neller, sup-
ported by Commissioner King, to approve
payment to K. C. Black Associates for air-
conditioning study was carried.

G. Manager's Report:

1. Operating statement, budget balance
sheet and building rental report for May
was presented.

H. Announcements:

1. Commissioner Neller, supported by
Commissioner King, moved for the adop-
tion of the following resolution:

"Be it resolved that LAURENCE P.
REILLY be extended grateful appreciation
for meritorious services, and sincere re-
grets for the conclusion of a pleasant as-
sociation; and

WHEREAS Having served meritoriously
from July 1, 1961 to June 30, 1965 as a
Member of the Civic Center Board of the
City of Lansing, Michigan; and

WHEREAS Having contributed much
considered and capable judgement to the
decisions and recommendations of said
Board; and

WHEREAS Having been ever mindful
of the best interests of the Civic Center
and the Community, their growth and wel-
fare; and

WHEREAS Having furthered coopera-
tion and harmonious relationships within
said Board and with the Staff; now, there-
fore

Be it further resolved that a copy of
this resolution, attested by the present
Membership of said Board, be forwarded
with warm wishes for the future."

Attested by this CIVIC CENTER BOARD
at Lansing, Michigan on June 15, 1965.

Signed: Mel Herr, David T. Duncan,
Evelyn M. King, Alvin A. Neller, John H.
Dudley, James P. Carr and A. E. McRae.

Carried.

2. Next meeting Tuesday, July 20, 1965,
7:30 p.m.

I. Meeting adjourned at 9 p.m.

DORTHA MEYERS,
Acting Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, July 20, 1965

A. Meeting called to order at 7:30 p.m.
by Chairman McRae.

B. Roll Call: Present—Commissioners McRae, Neller, Dunlap, King, Duncan, Dudley—6.

Absent: Commissioners Herr and Carr—2.

C. Minutes of June 15, 1965, meeting approved.

D. Report of Committees:

1. Building and Properties, Operating and Policy—No Report.

2. Parking—Installation of new parking lot entrance gates was discussed. Due to question of location, action was tabled pending further investigation.

3. Personnel and Salaries—No report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. Manager Baer reported that he had been contacted by the Wrestling Promoters and would have a meeting with them in August to discuss their future program.

F. New Business:

1. Officers for the 1965-66 year were elected as follows:

a. Chairman—Alvin Neller.

b. Vice-Chairman—John H. Dudley.

c. Secretary — Mrs. Evelyn King.

d. Recording Secretary—Dortha Meyers.

2. Committees appointed by new Chairman Neller:—First named Chairman:

a. Building and Properties, Operating and Policy—Carr, Dunlap.

b. Parking—Duncan, McRae.

c. Personnel and Salaries—King, Dudley.

d. Veterans—Dunlap, McRae.

e. Ways and Means—Herr.

3. A motion by Commissioner Dudley, supported by Commissioner King, for the following resolution:

"Be it resolved that this Board commend and extend grateful appreciation to A. E. McRae for his diligent efforts as Chairman of the Civic Center Board this past year."

Carried.

G. Manager's Report:

1. Operating statement, budget balance sheet and building rental report for June was presented.

H. Announcements:

1. August meeting cancelled due to lack of quorum. Special meeting may be arranged if necessary. Next scheduled meeting September 21, 1965.

I. Meeting adjourned at 9 p.m.

DORTHA MEYERS,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, September 21, 1965

A. Meeting called to order at 8:00 p.m.
by Chairman Neller.

B. Roll Call—Present: Commissioners
Neller, Carr, Dunlap, Herr and McRae—5.

Absent: Commissioners King, Dudley,
Duncan—3.

C. Minutes of July 20, 1965, meeting ap-
proved.

D. Report of Committees:

1. Building and Properties, Operating
and Policy—No report.

2. Parking—A motion to relocate the
Washtenaw Entrance Gate and the Allegan
Exit Gate when the new gates are in-
stalled was made by Commissioner Herr,
supported by Commissioner Dunlap. Car-
ried.

3. Personnel and Salaries—No report.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

1. A motion to offer the wrestling pro-
motors a rental of \$200.00/10% on the basis
of shows every two weeks was made by
Commissioner McRae and supported by
Commissioner Herr. Carried.

F. New Business:

1. A motion to suspend the Halloween
Teen Dance for this year because of the
trouble at teen dances was made by Com-
missioner Herr, supported by Commis-
sioner Carr. Carried.

2. A motion to allow the Rod and Cust-
tom Show to be held in the Main Audi-
torium, with strict compliance to regula-
tions by Manager Baer, made by Commis-
sioner McRae, supported by Commissioner
Carr, was Carried.

3. The updating of Civic Center Em-
ployees Work Rules was referred to Person-
nel and Salaries Committee for study.

G. Manager's Report:

1. The very poor progress of the elevator
installation was noted and it was sug-
gested that steps be taken by the Civic
Center to try to speed progress if work is
not completed very soon. Low bids on
various projects were reported as follows:
31 individual room Air-conditioners for
Offices and Parlors — \$5,333.25; exterior
doors for southwest exit—\$2,531.00; base-
board heating for Lansing Convention Bur-
eau offices—\$640.00; new Parking Lot
Gates—\$6,540.00; Stage Lift door—\$3,281-
.00. Purchasing Director is advertising
for bids on supplementary heat for the
southwest and northwest exit areas, Ex-
hibit Hall ramp entrance and stage area.
The Michigan Tourist Council has rented
two parlors for a month and the United
Community Chest will use two parlors
continuously during their campaign. The
State Motor Services Division has leased
52 spaces in the Parking Lot at \$10.00 per
space per month for approximately six
months. Emergency electrical repairs were
made in the Parking Lot at a cost of
\$989.19. Still to be purchased from budget
funds—Pop Corn Machine and Small Audi-
torium Chairs. A recommendation by
Commissioner Herr, supported by Com-
missioner Carr, to authorize the Purchasing
Director to advertise for bids on 800 audi-
torium type folding chairs was carried.

2. Manager Baer reported that 1841 new
Brochures have been mailed to date from
various mailing lists.

3. It was reported that the 1959 bill of
the Community Circle Players has been
paid in full.

H. Announcements:

1. Next meeting—October 19, 1965, 7:30
p.m., Civic Center.

I. Meeting adjourned at 9:30 p.m.

DORTHA MYERS,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, October 19, 1965

A. Meeting called to order at 7:30 p.m.
by Vice-Chairman Dudley.

B. Roll Call.

Present: Commissioners King, Herr,
Carr, Dunlap, Dudley, Duncan and Neller
—7.

Absent: Commissioner McRae—1.

C. Minutes of September 21, 1965, Meeting approved.

D. Report of Committees:

1. Building and Properties, Operating and Policy—No report.

2. Parking—Public Service Department is to remove present gates and blacktop surface in preparation for new gates which should be installed within two or three weeks. Present electrical service can be set at present location.

3. Personnel and Salaries—Further preparation of work rules will be suspended pending Union Contract.

4. Veterans—No report.

5. Ways and Means—No report.

E. Unfinished Business:

None.

F. New Business:

1. Capital Improvements program referred to Ways and Means and Building and Properties Committees for preparation. To be presented to Board at next meeting.

G. Manager's Report:

1. Manager Baer reported that elevator is complete but for a few minor touches and should be in operation within one week to ten days.

2. Operating statements, budget balance sheets and building rental reports for July, August and September were presented.

H. Announcements:

1. Next meeting—November 16, 1965, 7:30 p.m., Civic Center.

I. Meeting adjourned at 8:30 p.m.

DORTHA MEYERS,
Recording Secretary.

OFFICIAL PROCEEDINGS OF THE CIVIC CENTER BOARD OF THE CITY OF LANSING

Proceedings, November 16, 1965

A. Meeting called to order at 7:30 p.m.
by Vice-Chairman Dudley.

B. Roll Call:

Present: Commissioners Herr, Carr, Dudley, Duncan, King, Dunlap and Neller—7.

Absent: Commissioner McRae—1.

Also present: Mr. Sam W. Obrecht, Chairman, Highways and Traffic Committee of Chamber of Commerce of Greater Lansing.

C. Minutes of meeting of October 19, 1965, approved.

D. Report of Committees:

1. Building and Properties Operating and Policy—Chairman Carr reported on meeting of Commissioner Carr, Herr and Dunlap with Mr. Black of Black & Associates and Mr. Tennant of George Wagschal Associates, Inc. on the air-conditioning survey. The estimate given for a mechanical-steam absorption system was presented. This is considered the best system. A motion by Commissioner Carr "Recognizing and reaffirming the need for air-conditioning of Civic Center facilities, the Board Recommends the budget of Kenneth C. Black Associates, Inc. in the amount of \$392,524.00 be included in the Capital Improvements Program" was supported by Commissioner Herr. CARRIED.

A motion by Commissioner King, supported by Commissioner Carr, that further study be made by the committee for the purpose of finding a reduced cost of the program. CARRIED.

2. Parking—No report.

3. Personnel and Salaries—No Report.

4. Veterans—No report.

5. Ways and Means—Capital Improvement Program—Commissioner Herr, supported by Commissioner King, moved that a request for \$35,000.00 for chairs for the Main Auditorium be submitted, also that \$2,000,000 for a Little Theatre be submitted. CARRIED.

Commissioner Duncan, supported by Commissioner Duncan, moved that a request for \$32,000.00 for a second elevator be submitted. CARRIED.

Commissioner Herr, supported by Commissioner Herr, moved that the program be submitted for Capital Improvement with the following priority—1. Main Auditorium Chairs; 2. Air-Conditioning; 3. Little Theatre; 4. Elevator. CARRIED.

E.

F. New Business:

1. Mr. Sam W. Obrecht, Chairman, Highway and Traffic Committee of Chamber of Commerce presented a chart and proposal for the Parking Lot which was referred to committee.

2. Letter from General Services Administration was read and referred to committee for study and action on motion made by Commissioner Dudley and supported by Commissioner Carr. CARRIED.

G. Manager's Report:

1. Manager Baer reported that contract had been let to low bidder A-Able Heating for auxiliary heat of exit, stage and ramp areas in the amount of \$12,850.00.

2. Manager Baer read letter from Underwriters' Laboratories, Inc. relative underwriters approval of parking lot mechanism.

3. Operation of elevator is awaiting final approval of State Inspector. Parking Lot gates will be installed by end of week.

4. Operating statement, budget balance sheet and building rental report for October presented.

5. Letter from Gladieux Division relative to concessions was read and referred to Ways and Means Committee.

H. Announcements:

1. Date of next meeting—December 14, 1965.

I. Meeting adjourned at 9:30 p.m.

DORTHA MEYERS,
RECORDING SECRETARY,